



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 05-FI-DCPS-0003	POSITION: Budget Analyst
POSITION SERIES: DS-560	POSITION GRADE: DS- 9/1 – 12/10
OPENING DATE: November 12, 2004	CLOSING DATE: Open Continuously
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: November 26, 2004	SALARY RANGE: \$36,612 – \$68,156 TOUR OF DUTY:
WORKSITE: 825 North Capitol Street, N.E.	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS – 12	NO. OF VACANCIES: Four (4)
AGENCY: DC Public Schools (DCPS)	DURATION OF APPOINTMENT: Permanent

This position is **not** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The primary responsibility of this position involves progressively responsible duties related to budget formulation, justification and execution for several diverse DCPS projects. Decisions made concerning the technical treatment of budget estimates support the timely achievement of the budgetary and program goals of DC Public Schools. Responsibilities include: assisting in the preparation of budget estimates and justifications; interpreting OCFO orders and circulars; providing information and advice to program managers; reviewing and editing bureau and office budget submissions; negotiating budget funding amount, timing, and changes; monitoring budget; and recommending reprogramming of funds as needed. Duties include providing advice and assistance to agency managers, drafting procedural instructions and policy guidance, monitoring the execution of the administrative portion of the agency's approved operating budget, and recommending adjustments as indicated. The incumbent exercises budget controls through review and approval of the obligation and expenditure of funds for management and administrative purposes and monitors costs associated with the agency's staffing and average grade control programs, as well as recommends the establishment and adjustment of personnel staffing ceilings, employment targets, and average grade controls. The incumbent has to have both comprehensive knowledge of an automated accounting system, and learn any and all new systems as they are implemented.

QUALIFICATIONS REQUIREMENTS: **DS-9** -Master's **or** equivalent graduate degree **or** 2 full years of progressively higher-level graduate education **or** equivalent combinations of education and experience **or** One (1) year of Specialized Experience at the next lower level. **DS-11**-Ph.D **or** equivalent doctoral degree **or** 3 full years of progressively higher-level graduate education **or** equivalent combinations of education and experience **or** One (1) year of Specialized Experience at the next lower level. **DS-12** – One year of specialized experience at the next lower level.

SPECIALIZED EXPERIENCE: Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SELECTIVE PLACEMENT FACTOR(S): .

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of accounting systems and a thorough understanding of the process involved in the formulation, justification, and execution of the budget for an entire agency or major component conducting a substantive program or recognizable segment thereof.
2. Knowledge of the District's budget processes and associated policies, directives, procedures and regulations, to develop and provide authoritative advice and interpretations of legislation and policies and precedents.
3. Knowledge and skill in analyzing, comparing and prioritizing program content; experience in resolution of budgetary problems, cost-benefit, and alternative budget and program actions.
4. Familiarity with, and demonstrated ability to use, both manual and automated financial information and control systems.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: The individual works in an office environment, reporting to a supervisor who provides guidance, program and policy direction.

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Aaron A. Jacobs, Sr.
OCFO – OMA – Human Resources
941 North Capital Street, N.E., Suite 1200
Washington, DC 20002
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER